Coronado Village Elementary

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BYOD Program Participant Requirements

If your family is acquiring a computer device for school use, please comply with the following to-do list for optimum computer device performance throughout the school year.

I. SETTING UP - The following checklist should be done AT HOME, prior to the first week of school.

- Read the computer User Manual.
- Refer to the User Manual for battery charging instructions and care of batteries.
- **When the computer asks for a name and a password, be sure to write down the information you entered and remember it.**
- Register your software with Microsoft.
- **Create a fact sheet; keep it handy.** The sheet should include the computer devices' serial number, the processor type and speed, the operating system, the amount of random access memory, and the hard-drive capacity. Have this information available when accessing tech support.
- **Label all parts of the computer device.**
- Store software CDs in a safe place. **Do not allow students to bring them to school unless asked to do so.**
- ADJUST your homeowner's or renter's insurance policy to cover theft/loss of the computer device. Village Elementary assumes no responsibility for theft/loss of the computer device.

II. DURING THE YEAR

- BACK UP YOUR FILES - Make copies of important files to a USB Drive.
- Organize your files
- Go to Start, Programs, Accessories, System Tools, and run Disk Cleanup and Disk Defragmenter monthly.
- UPDATE - Every month, check Microsoft's web site (http://www.microsoft.com) for Windows updates and patches.

- TROUBLE-SHOOT - Familiarize yourself with the computer device User Manual, especially the trouble-shooting section. If there is still a problem, contact computer manufacturer.

- Keep COMPUTER MANUFACTURER and SOFTWARE TECH SUPPORT numbers handy.

- NETWORK TECH SUPPORT AT SCHOOL – Village Elementary supports **network** connections. If you are having network/Internet connectivity issues, contact the Technology Resource Teacher, Traci Orth, at traci.orth@coronadousd.net.